

**Texas State Board of Examiners of Professional Counselors  
Administration and Finance Committee  
Saturday, January 29, 2005 at 8:30 a.m.  
Embassy Suites Hotel, Arboretum  
9505 Stonelake Blvd.  
Austin, Texas 78759**

**MINUTES**

**Board Members Present**

Judy Powell  
Ana Bergh  
James Castro

**Board Members Absent**

June Helen Perkins

**DSHS Staff Present**

Debbie Peterson  
Stephen Mills  
Bobbie Alexander  
Melissa Utpadel

**Guests Present**

Pat Grajkowski  
Kim Hatley, TCA  
Jan Friese, TCA  
Michal Ladron

**Agenda Item 1** was the call to order at 8:35 a.m. by Ms. Powell, Chair.

**Agenda Item 2** was the Committee Chair report concerning issues affecting the board. Ms. Powell gave the report. No action was taken.

**Agenda Item 3** was the discussion and possible action on the financial report. Ms. Peterson presented Financial Report. No action was taken.

**Agenda Item 4** was the discussion and possible action on the Executive Director's report concerning board office administration and operations. Ms. Alexander gave the report. No action was taken.

**Agenda Item 5** was the discussion and possible action concerning the Executive Director's report. No action was taken.

**Agenda Item 6** was the discussion and possible action concerning the Unit Manager's report. No action was taken.

**Agenda Item 7** was the discussion and possible action concerning the Unit Manager's Report. Ms. Peterson and Mr. Mills presented report. No action was taken.

**Agenda Item 8** was the discussion and possible action concerning the board newsletter. No action was taken.

**Agenda Item 9** was the discussion and possible action concerning the conference attendance. Ms. Peterson gave the report concerning out-of-state conferences. No action was taken.

**Agenda Item 10** was the discussion and possible action concerning report from Texas Counseling Association's Executive Director. Ms Frieze and Ms. Hatley gave the report. No action was taken.

**Agenda Item 11** was public comment. No action was taken.

A motion was made by Ms. Corley adjourn the meeting at 9:43 a.m. The motion was seconded and passed unanimously.

Judy Powell, Chair.